SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 04/21/15 CLOSING DATE: 04/30/15 (4:30 PM)

SCDC_INTERNAL_TITLE: SGT_II SCDC_POSITION #: 015063

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61018601

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,

SECURITY OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL SECURITY OR POLICE WORK.

CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC

SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:

UNDER GENERAL SUPERVISION, ASSISTS IN INSTRUCTING AND DIRECTING
OFFICERS IN A PROGRAM OF DISCIPLINE, SAFETY, SECURITY AND
REHABILITATION OF INMATES IN A MEDIUM/MAXIUM SECURITY CORRECTIONAL
FACILITY. SERVES AS BACK-UP ENVIRONMENTAL HEALTH AND SAFETY OFFICER.
MAINTAINS AND UPDATES INSTITUTIONAL ACCREDITATION FILES ON AN ANNUAL
BASIS AND PREPARES NEEDED DOCUMENTATION FOR INTERNAL MONITORING SYSTEM
COORDINATES THE ANNUAL INSTITUTIONAL MANAGEMENT REVIEW AUDIT. MONITOR
INSPECT AND REVIEW INSTITUTIONAL OPERATIONS, REPORTS, FORMS, LOGBOOKS,
ETC. REVIEW AND MONITOR STORAGE, ISSURE, DOCUMENTATION AND COMPLIANCE
WITH SAFETY PROCEDURES FOR ALL HAZARDOUS OR FLAMMABLE MATERIALS.
PERFORM OTHER DUTIES AS ASSIGNED BY THE WARDEN.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE.